

## **POSITION DESCRIPTION**

**Opens April 18, 2104 – Closes at 11:59 pm on May 2, 2014**

**JOB TITLE:** Director, Office of Legislative Support Services

**REPORTS TO:** Chief Clerk of the House & Secretary of the Senate

### **RESPONSIBILITIES:**

The Office of Legislative Support Services (LSS) is a legislative agency created to provide administrative and support services to the Senate, House of Representatives, and other legislative agencies. For more information about LSS, visit our website at <http://lss.leg.wa.gov/>.

The Director is the executive and administrative head of the agency, and serves at the pleasure of the Chief Clerk of the House of Representatives and the Secretary of the Senate. LSS provides support to the Senate, the House of Representatives, and other legislative agencies for facilities operations, asset management, production services, audio-visual needs, the distribution of information about the legislature and the legislative process to the public, and other administrative or support services of the Senate, the House of Representatives, and other legislative agencies as authorized by the Secretary of the Senate and the Chief Clerk of the House of Representatives.

### **TYPICAL WORK:**

- Increases LSS effectiveness by leading, recruiting, selecting, orienting, training, coaching, counseling, and disciplining as circumstances dictate. Work also includes communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing incentives; developing a climate for offering information and opinions; and providing educational opportunities and staff development.
- Accomplishes LSS objectives by establishing plans, budgets, and results measurements; allocating resources; reviewing progress; and making mid-course adjustments as needed.
- Develops strategic plan by studying and analyzing market needs & trends, advancements in technology and organizational processes, opportunities for financial and/or quality benefits, and developing enhanced services.
- Coordinates LSS efforts by establishing procurement, production, marketing, technical, and service policies and practices; and coordinating schedules and actions to fulfill the unique needs of the clients served.
- Builds the LSS image by collaborating with customers, government, community organizations, and employees; while emphasizing quality delivery of service, professional behavior, and ethical business practices.

- Maintains quality service by establishing and enforcing LSS standards of performance and quality expectations.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional societies.
- Contributes to team effort by modeling the accomplishment of related results, and by honoring commitments.

#### **QUALIFICATIONS:**

**Knowledge of:** Performance Management, Project Management, Staffing, Management Proficiency, Coordination, Staff Coaching & Development, Developing Standards, Financial Planning and Strategy, Business Development, Process Improvement, Decision Making, Strategic Planning, and Quality Management.

**Ability to:** Instill confidence in the clients and staff that the organization delivers consistent, high-quality service and products. Assure that LSS continues to lead the way in providing “Best Value” to the clients, and that LSS cares about the well-being and success of both the client and staff members.

#### **EDUCATION:**

Education, or work experience equivalent to graduation from an accredited college or university, with a major course of study and training in public administration, business management/administration, engineering, architecture, or a related field preferred. Professional licensing where applicable is preferred.

#### **EXPERIENCE:**

- Has 5 to 7 years’ experience in leadership positions with responsibility for organizational and budgetary oversight within a governmental environment.
- Has 2 to 3 years’ experience in quality and process improvement practices.
- Specific knowledge of local, state, and federal laws and regulations relating to public facilities, procurement, property management, and human resource practices.
- Has demonstrated ability to establish effective working relationships with clients, employees, elected officials, and public agencies.
- Ability to communicate effectively both orally and in writing.

#### **COMPENSATION:**

**DOQ**

## **Supplemental Information:**

### **How to apply:**

#### **Please provide the following information:**

A current resume, detailing education and experience; and,

A letter of interest describing how you meet the qualifications outlined in this job announcement; and,

A minimum of three professional references with current contact information.

All application material or any questions regarding this recruitment shall be electronically submitted to: [Catherine.Young@leg.wa.gov](mailto:Catherine.Young@leg.wa.gov).

All application submittals must be received no later than 11:59 pm on May 2, 2014.

**Failure to include ALL items requested above will disqualify your application from consideration.**

### **READ THE FOLLOWING COMPLETELY:**

The initial screening will be based solely on the contents and completeness of the application material submitted.

All information may be verified and supplemental documentation may be required.

Applicants may be required to participate in an initial interview session, a group "Town Hall" meeting, and a final interview before the successful candidate is selected. All activities will occur in Olympia, WA.

The act of submitting application materials electronically is considered affirmation that the information provided in the application is complete and truthful to the best of your knowledge and the information submitted may be verified by the hiring agency.

*The State of Washington is an equal opportunity employer. Persons with a disability who need assistance with their application or that need this announcement in an alternative format, may call (360) 407-8413 or toll free (877) 664-1960. TTY users should first call 711 to access the [Washington Relay Service](#).*